	Document Number <b>NSHS-0V-003</b>	Version <b>01</b>	Effective Date <b>06 APR 01</b>
	Title <b>Visual Information Management</b>		Page <b>1 of 3</b>
	Process Owner <b>Head, Visual Information Management</b>		Approval Authority <b>Director, Visual Information</b>

## 1. Purpose & Scope

The process defines the method for submission, completion and entry of audiovisual/multimedia production request forms within the Visual Information Directorate (VID), Naval School of Health Sciences (NSHS).

## 2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001, NSHS Quality Manual, b) NSHS-002, Quality Systems Document Control, c) NSHS-004 Corrective & Preventive Action, d) SECNAVINST 5290.1 series, e) SECNAVINST 5212.5 series, f) SECNAVINST 3104.1, g) OPNAVINST 5290.1 series, h) OPNAVINST 3104.1, i) BUMEDINST 5290.2.

## 3. Definitions

The terms listed below are defined to assist the reader.

- 3.1 **DD1995**: Evaluation and Production Request Form.
- 3.2 **DD2568**: Defense Instructional Technology Information System Report.
- 3.3 **IMAPR**: Instructional Methodologies and Audiovisual Production Review.
- 3.4 **CNO (N09C1)**: Chief of Naval Operations – Visual Information Policy Office.
- 3.5 **PIN**: Production Identification Number.
- 3.6 **MMP**: Medical Media Production Department.
- 3.6 **OPM**: Office of Personnel Management – Training Management Assistance Division.
- 3.7 **DAVIS**: Defense Automated Visual Information System.
- 3.8 **DITIS**: Defense Instructional Technology Information System.
- 3.9 **GSA**: General Services Administration.
- 3.10 **SME**: Subject Matter Expert.

## 4. Document Review & Concurrence

Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Head, Visual Information Management	OVA (Process Owner)	Mr. E. Hughes	Director Visual Information	OV (Approval Authority)	Mr. W. Dumbeck
Project Officer	OVB	Mr. H. Champagne	Project Officer	OVC	Vacant

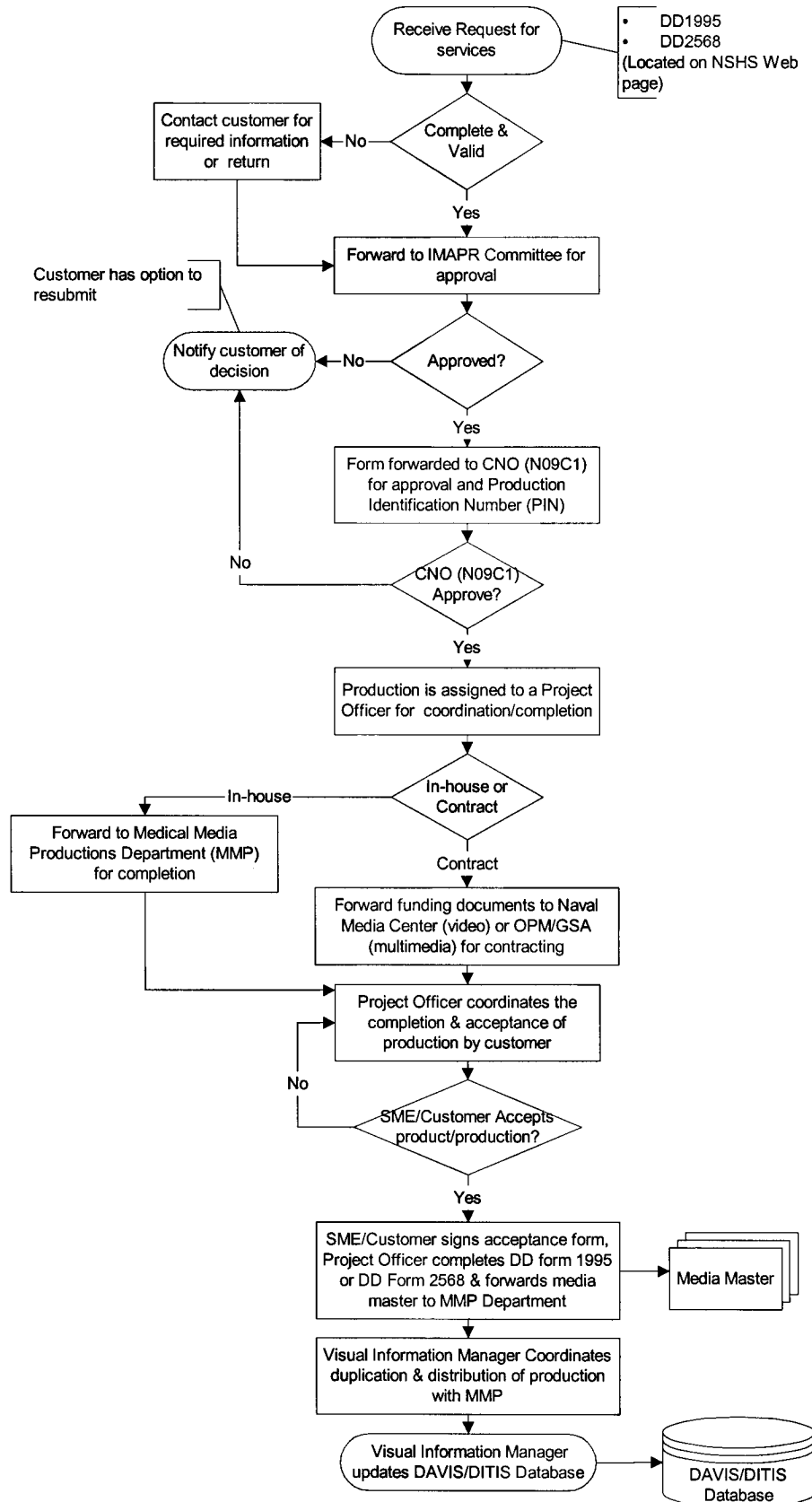
## 5. Summary of Changes

Version	Description	Date
01	Initial issue of procedure.	06 APR 01

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Document Number <b>NSHS-0V-003</b>	Version <b>01</b>	Effective Date <b>06 APR 01</b>	Page <b>2 of 3</b>
Title <b>Visual Information Management</b>			

## 6. Process Flowchart



**This document is uncontrolled in printed form**

Document Number <b>NSHS-0V-003</b>	Version <b>01</b>	Effective Date <b>06 APR 01</b>	Page <b>3 of 3</b>
Title <b>Visual Information Management</b>			

## 7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
Media Master	Audiovisual Production (AVP) Library	Video Library	By unique number	Until obsolete	Archive
Production Folder	VI Manager	File cabinet	By Title	Until obsolete	Destroy

## 8. Addendum

N/A